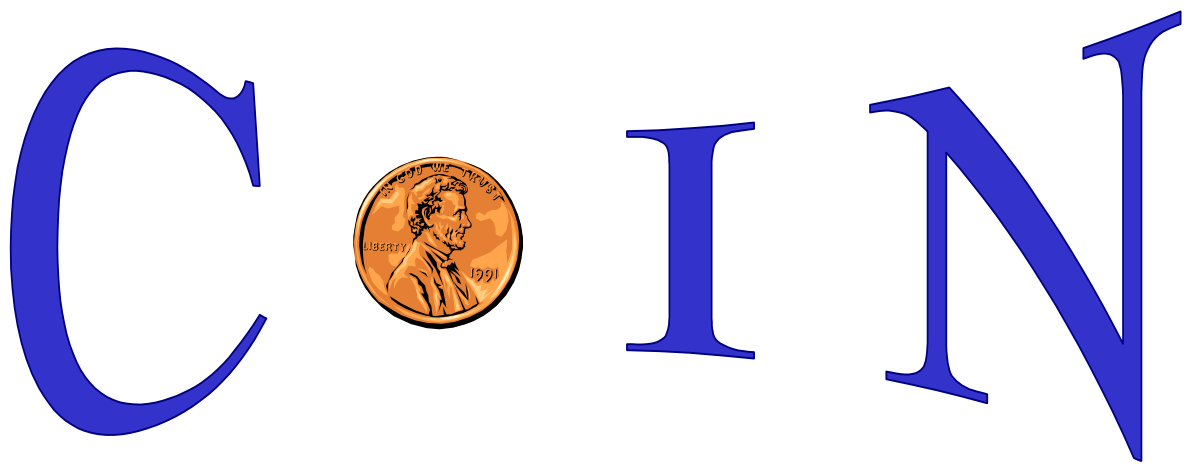


Constitutional Officer Information Network



Budget Request Guide

Circuit Court Clerks

**Compensation Board
December 1, 2016**

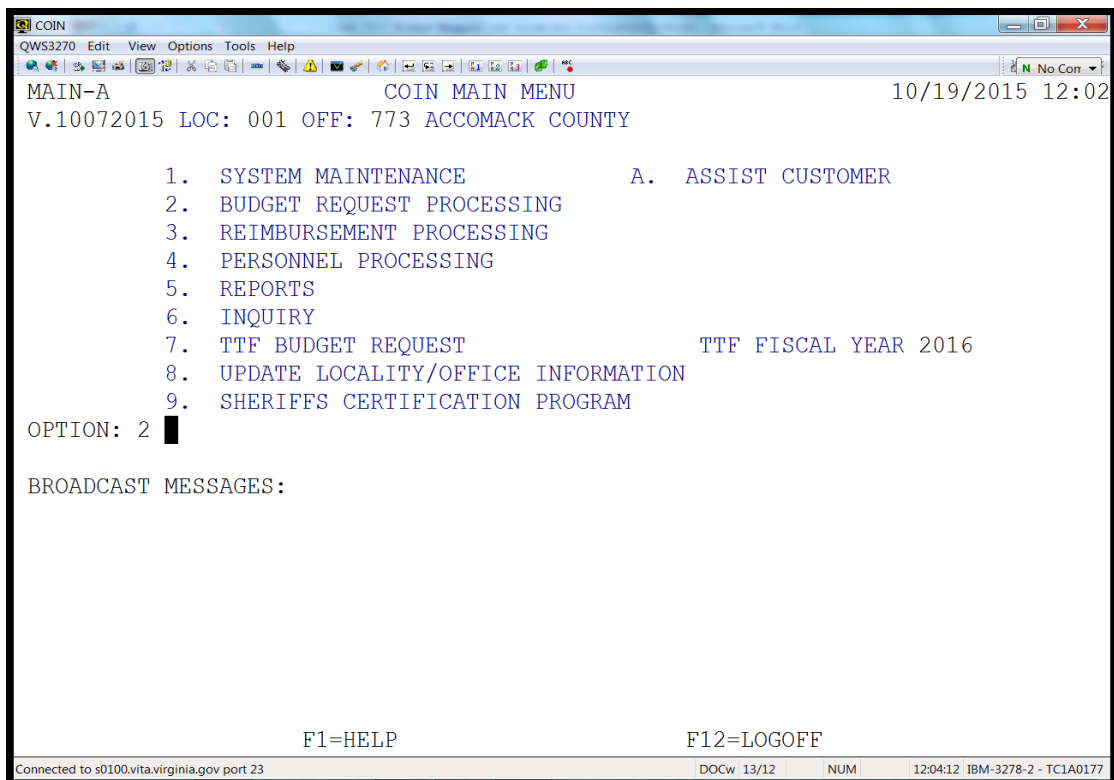
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CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)

Table of Contents

| | | |
|-----|--|--------------------|
| 1. | COIN MAIN MENU | 1 |
| 2. | Main Menu - Option #2, Budget Request (OLB) Menu | 2 |
| 3. | Option #1, Permanent Personnel | 4 |
| 4. | Option #2, Additional Personnel Request..... | 7 |
| 5. | Option #3, Temporary Personnel Fund Request | 9 |
| 6. | Option #4, Fully Or Partially Funded Personnel | 11 |
| 7. | Option #5, Office Expense Funding Request..... | 14 |
| 8. | Option #7, Record Workload Information | 16 |
| 9. | Option #8 – Update Locality Information | 21 |
| 10. | Option #9 – Special Program Certification..... | 26 |
| 11. | Option #10 - Certify Budget Request..... | 35 |
| 12. | Option #11, Comments | 37 |
| 13. | Function Key 'F4' - Budget Request Totals | 38 |
| 14. | Main Menu Option #5 Budget Reports | 42 |
| 15. | Download Instructions..... | 44 |
| 16. | Appendix..... | 48 |

1. COIN MAIN MENU



- Select Option #2 “Budget Request Processing”



2. Main Menu - Option #2, Budget Request (OLB) Menu

Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

CLERK'S

Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
 - ✓ If you wish to view a prior fiscal year's Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu

COIN BUDGET REQUEST 2015-10-19 12:05

MCB0 V.10152014 FY: 2017 LOC: 001 OFF: 773 ACCOMACK COUNTY
OFFICE: CIRCUIT COURT CLERK OFFICER: S H COOPER, JR
BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
 LAST NAME OR STARTING LAST NAME: _____
 X POSITION NUMBER OR STARTING POSITION NUMBER: _____
 ENTER "X" FOR SORT ORDER ONLY
2. ADDITIONAL EMPLOYEE REQUEST
3. TEMPORARY PERSONNEL FUNDING REQUEST
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION
8. UPDATE LOCALITY INFORMATION
9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS
12. COMPENSATION BOARD FUNCTIONS

OPTION 1_

F1=HELP F3=MENU F4=TOTALS F12=MAIN

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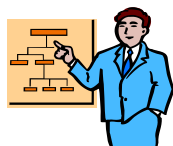
Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
 - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
 - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
 - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
 - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
 - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option' ____
 - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

CLERK'S

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-06 15:26

V.05062014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

| CHG | POS | SSN | LAST NAME | FIRST NAME | CLASS | CLASS CHANGE | |
|-----|-------|-----------|-----------|------------|---------|--------------|-------|
| | | ANNUAL | LOCAL | SALARY | AMT REQ | SALARY | |
| | | APPROVED | SALARY | SUPPL | ABOVE | AMT REQ | |
| | 00001 | *****1111 | WINTERS | VICTORIA | | | |
| | | 106522 | 106522 | 0 | 0 | 106522 | CLERK |
| | 00002 | *****1111 | DEVLIN | BURKE | | | |
| | | 32013 | 32013 | 0 | 0 | 32013 | DCIII |
| | 00003 | *****1111 | STODDARD | CAROLYN | | | |
| | | 32013 | 32013 | 0 | 0 | 32013 | DCIII |
| | | | | | | | TOTAL |
| | | | | | | | 0006 |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

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11/25 NUM 15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM 11/6/2014

Compensation Board

Last Updated: 11/26/2014@4:03 PM

Option #1, Permanent Personnel

CIDC-TEST QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-06 15:26

V.05062014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

| CHG | POS | SSN | LAST NAME | FIRST NAME | CLASS | CLASS CHANGE |
|-----|-------|---------------------|-------------------|-------------------------------|----------------------|---------------|
| | | ANNUAL APPROVED | LOCAL SALARY | SALARY AMT REQ SUPPL ABOVE | SALARY AMT REQ | |
| | 00001 | *****1111 106522 | WINTERS 106522 | 0 | VICTORIA 0 106522 | CLERK _____ |
| | 00002 | *****1111 32013 | DEVLIN 32013 | 0 | BURKE 0 32013 | DCIII _____ |
| | 00003 | *****1111 32013 | STODDARD 32013 | 0 | CAROLYN 0 32013 | DCIII _____ |
| | | | | | | TOTAL 0006 |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/25 NUM 15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM
11/6/2014

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
 - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
 - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
 - ✓ Blank Space = No CB10 action taken
 - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered in the Permanent Personnel Screens of Budget Request prior to sign off by the officer

Option #1, Permanent Personnel

CIDC-TEST QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-06 15:26
V.05062014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

| CHG | POS | SSN | LAST NAME | FIRST NAME | CLASS | CLASS CHANGE |
|-----|-------|---------------------|-------------------|--------------|---------------|-----------------------------|
| | | ANNUAL APPROVED | LOCAL SALARY | SALARY SUPPL | AMT REQ ABOVE | SALARY AMT REQ |
| | 00001 | *****1111 106522 | WINTERS 106522 | | 0 0 | VICTORIA 106522 CLERK |
| | 00002 | *****1111 32013 | DEVLIN 32013 | | 0 0 | BURKE 32013 DCIII |
| | 00003 | *****1111 32013 | STODDARD 32013 | | 0 0 | CAROLYN 32013 DCIII |
| | | | | | | TOTAL 0006 |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/25 NUM 15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM 11/6/2014

PROCEDURES:

Annual Approved: Supplied by CB (Can be changed by CB)

Local Salary: Enter the total salary for each position including locality supplement if applicable. If no local supplement funded press the "Enter" key and the CB Annual Approved Salary will be used.

Salary Suppl: Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement

Amt Req Above: Calculated for you = Salary Amount Requested – Annual Salary gives you amount requested above

Sal Amt Req: Entered by Officer or Compensation Board

Class: Supplied by system

Class Change: Enter the class you are requesting for a salary alignment for the employee currently in this position.

- After all the requested data has been entered, press the "Enter" key to update
- Press 'F8' to proceed to the next page if needed
- Press 'F3' to exit the screen to the Budget Request Manual
- Press 'F4' to display "totals" for your office

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

CIDC-TEST
QWS3270 Edit View Options Tools Help

MCB2 COIN BUDGET REQUEST 2014-11-06 15:28
V.01202008 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

ADDITIONAL PERSONNEL REQUEST

| CLASS | ENTRY LEV SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|-------|------------------|---------------------|------------------|
| CTII | 20452 * | — | |
| DCI | 24435 * | | |
| GOC | 20452 * | | |
| MT | 20452 * | | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| | | | TOTAL 0004 |

BOTTOM OF DATA

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 8/25 NUM 15:28:07 IBM-3278-2-E - TC1A2232
3:28 PM 11/6/2014

Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter a request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required**, you must enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY16, as they were in FY15, based upon the request and in accordance with the Compensation Board's staffing standards
- Valid CB Class must be entered; salary request must be between minimum and maximum of pay band of class requested

Option #2 Additional Personnel Request

MCB2 COIN BUDGET REQUEST 2014-11-06 15:28
V.01202008 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

ADDITIONAL PERSONNEL REQUEST

| CLASS | ENTRY LEV SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|-------|------------------|---------------------|------------------|
| CTII | 20452 * | — | |
| DCI | 24435 * | | |
| GOC | 20452 * | | |
| MT | 20452 * | | |
| | | | |
| | | | |
| | | | |
| | | | TOTAL 0004 |

BOTTOM OF DATA

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 8/25 NUM 15:28:07 IBM-3278-2-E - TC1A2232 3:28 PM 11/6/2014

Procedures:

| | |
|-----------------------------|---|
| Class: | Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see the salary scales in the appendix |
| Entry Level | Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request |
| Number of Positions: | Enter the number of positions you are requesting |
| Blank Fields (Other) | Enter Class, Salary and number of positions requested |

- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



5. Option #3, Temporary Personnel Fund Request

Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

| CLERK'S | | | | | | | | | |
|--|--------------------|----------------------------------|--|-------------------------|--------------------|----------------------------------|------|------|---|
| <div style="display: flex; justify-content: space-between; font-size: small;"> QWS3270 Edit View Options Tools Help 2014-11-06 15:30 </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> MCB3 COIN BUDGET REQUEST No Com </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> V.03152010 FY: 2016 LOC: 059 OFF: 773 FAIRFAX COUNTY </div> | | | | | | | | | |
| <p>TEMPORARY PERSONNEL FUNDING REQUEST</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">BASE AMOUNT APPROVED</th> <th style="width: 33%; text-align: center;">TOTAL REQUESTED</th> <th style="width: 33%; text-align: center;">AMOUNT REQUESTED ABOVE/ BELOW</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2683</td> <td style="text-align: center;">2683</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> | | | | BASE AMOUNT APPROVED | TOTAL REQUESTED | AMOUNT REQUESTED ABOVE/ BELOW | 2683 | 2683 | 0 |
| BASE AMOUNT APPROVED | TOTAL REQUESTED | AMOUNT REQUESTED ABOVE/ BELOW | | | | | | | |
| 2683 | 2683 | 0 | | | | | | | |
| <div style="display: flex; justify-content: space-around; padding-top: 10px;"> F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Connected to s0100.vita.virginia.gov port 23 10/33 NUM 15:30:30 IBM-3278-2-E - TC1A2232 </div> | | | | | | | | | |

Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
 - ✓ If no additional funds are needed above the 'Base Amount Approved', enter the 'Base Amount Approved' as your total request for Temporary Personnel
 - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the Compensation Board approved minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request

MCB3 COIN BUDGET REQUEST 2014-11-06 15:30
V.03152010 FY: 2016 LOC: 059 OFF: 773 FAIRFAX COUNTY

TEMPORARY PERSONNEL FUNDING REQUEST

| BASE AMOUNT APPROVED | TOTAL REQUESTED | AMOUNT REQUESTED ABOVE/ BELOW |
|-------------------------|--------------------|----------------------------------|
| 2683 | 2683 | 0 |

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

Connected to s0100.vita.virginia.gov port 23 10/33 NUM 15:30:30 IBM-3278-2-E - TC1A2232 3:30 PM 11/6/2014

Procedures:

Base Amt Approved: Supplied by COIN
Total Req: Enter your 'Total Request' for temporary funding
Amt Req Above/Below: This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #4, Fully Or Partially Funded Positions

[illegible]

Helpful Hints:

- This screen should be used to enter salary information for positions fully or partially funded by the Compensation Board, the Locality or other sources
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
 - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
 - ✓ Annual hours cannot exceed 2,080 per individual
 - ✓ Enter "X" in at least one fund source field
 - ✓ 'X' may be entered in as many of the Fund Source fields as are applicable for that record

Option #4, Fully Or Partially Funded Positions

[illegible]

Procedures:

| | |
|----------------------|---|
| Del: | Enter 'D' to delete entry |
| Last Name: | Enter the employee's last name; if Vacant, type "Vacant" |
| First Name: | Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field |
| Class: | Enter the employee's class (Does not have to be a CB classification) |
| Hourly Rate: | Enter the employee's hourly wage rate |
| Annual Hours: | Enter the total number of hours worked <u>annually</u> |
| Tot Funds: | This field will be calculated for you |
| CB: | Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds |
| Loc: | Enter "X", if employee is partially or fully funded by the Locality |
| Fed: | Enter "X", if employee is partially or fully federally funded |
| Other: | Enter "X", if employee is partially or fully funded by other sources |

- Press the “Enter” key after completing the information requested
- Press ‘F8’ for the next blank page when applicable
- Press ‘F3’ to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

CLERK'S

CIDC-TEST
QW53270 Edit View Options Tools Help
MCB5 COIN BUDGET REQUEST 11/06/2014 15:40
V.11292010 FY: 2016 LOC: 053 OFF: 773 DINWIDDIE COUNTY

OFFICE EXPENSE FUNDING REQUEST

ASSOCIATION DUES; POSTAGE AND BOX RENTAL; INSURANCE - MONEY/SECURITIES;
COPYING COSTS; MICROFILM/INDEXING; INTERNET ACCESS

| | BASE AMT APPROV | TOTAL REQ | AMT REQ ABOVE/ BELOW |
|--------------|--------------------|--------------|----------------------------|
| OFFICER AMTS | 1,700 | 1700 | 0 |
| CB AMTS | | | |

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

Connected to s0100.vita.virginia.gov port 23 20/37 NUM 15:40:46 IBM-3278-2-E - TC1A2232 3:40 PM 11/6/2014

Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to increase or decrease your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
 - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
 - ✓ Check the supplied amount to the original Compensation Board approved Budget, or approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a status bar (No Con). The main display area contains the following text:

```

MCB5                                COIN BUDGET REQUEST                                11/06/2014 15:40
V.11292010 FY: 2016 LOC: 053 OFF: 773 DINWIDDIE COUNTY

                                OFFICE EXPENSE FUNDING REQUEST

ASSOCIATION DUES; POSTAGE AND BOX RENTAL; INSURANCE - MONEY/SECURITIES;
COPYING COSTS; MICROFILM/INDEXING; INTERNET ACCESS
    
```

| | BASE AMT APPROV | TOTAL REQ | AMT REQ ABOVE/ BELOW |
|--------------|--------------------|--------------|----------------------------|
| OFFICER AMTS | 1,700 | 1700 | 0 |
| CB AMTS | | | |

Navigation keys: F1=HELP, F3=EXIT, F4=TOTALS, F12=MAIN

Connected to s0100.vita.virginia.gov port 23 | 20/37 | NUM | 15:40:46 IBM-3278-2-E - TC1A2232 | 3:40 PM 11/6/2014

Procedures:

- Press the "TAB" key to go to the next field of entry

Base Amt Approved: Supplied by COIN

Total Request: Enter your 'Total Request' for office expense funding

Amt Req Above/Below Approved: This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



8. Option #7, Record Workload Information

Purpose:

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

CLERK'S

A screenshot of a computer screen displaying the COIN BUDGET REQUEST menu. The screen shows the following text: "MCB6 COIN BUDGET REQUEST 10/19/2015 12:17", "V.11052008 FY: 2017 LOC: 001 OFF: 773 ACCOMACK COUNTY", "RECORD WORKLOAD INFORMATION", "SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:", "1. MONTHLY", "2. QUARTERLY", "3. ANNUALLY", "CALENDAR YEAR: 2015", "OPTION: []", "F1=HELP F3=MENU F4=TOTALS F12=MAIN", and "Connected to s0100.vita.virginia.gov port 23". The screen also shows a status bar at the bottom with "DOCw 22/10 NUM 12:17:11 IBM-3278-2 - TC1A0177".

- In January offices must record one full year of workload data for Calendar Year (CY)
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year**
- Select 'Option 3' and press the "Enter" key to proceed to the next screen
- The Workload Measures screens must be processed and an amount must be entered for each workload measure for the most recent ending calendar year
 - ✓ The screens will also display the amounts for the previous two calendar years
 - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
 - ✓ **Do Not Leave Blanks** or the system will default the item to zero
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F12=Main' returns you to the COIN Main Menu

The following pages display the individual Workload Measures by program that must be completed

Option #7 Record Workload Information

Option #3 Annual Screen

cidc

QW53270

EditViewOptionsToolsHelp

cidc

cidc

cidc

cidc

MCBH-C

COIN BUDGET REQUEST

11/21/2014 10:34

V.11052014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

| CALENDAR YEAR | 2012 | 2013 | 2014 | AVG |
|---------------------------------------|------|------|------|------|
| 1. CRIMINAL CASES COMMENCED | 274 | 236 | | 255 |
| 2. CIVIL ACTIONS COMMENCED | 474 | 392 | | 433 |
| 3. WILLS/ESTATES INITIATED | 284 | 339 | | 312 |
| 4. JUDGMENTS/ADMIN LEINS/NOTICES | 2900 | 2678 | | 2789 |
| 5. DEEDS RECORDED | 5093 | 5491 | | 5292 |
| 6. FINANCING STATEMENTS (OF) | 72 | 55 | | 64 |
| 7. FICTITIOUS NAMES | 27 | 39 | | 33 |
| 8. MARRIAGE LICENSES | 236 | 255 | | 246 |
| 9. NOTARY QUALIFIED | 88 | 90 | | 89 |
| 10. GAME LICENSES | 0 | 0 | | 0 |
| 11. CONCEALED HAND GUN PERMITS ISSUED | 355 | 652 | | 504 |
| 12. RESTITUTION | 145 | 150 | | 148 |
| 13. PASSPORTS ISSUED | 0 | 0 | | 0 |

F1=HELP

F3=MENU

F8=NXT

F12=MAIN

Connected to s0100.vita.virginia.gov port 23

7/63

NUM

10:34:59 IBM-3278-2-E - TC1A2568

1. **CRIMINAL CASES:** Criminal cases commenced as reported on the monthly caseload reports. If the caseload reports are properly prepared, each count in the indictment is a separate case and each reinstatement is a separate case. Some of the work included is setting up the file and docket; summoning the grand jury and grand jury witnesses; issuing capiases; determination of indigence; receiving all papers filed; attending all hearings; processing all orders; summoning trial jurors and witnesses; securing exhibits; payment to jurors and witnesses; allowing the public and press access to case papers; keeping track of court reporter cost and recordings; keeping track of court-appointed attorney cost; computing fines and costs; collecting fines, costs and restitution; debt set-off processing; communicating with prisoner, DMV, Department of Corrections and Probation and Parole office; preparing record for appeal to higher court; filming and indexing orders and maintained files.
2. **CIVIL ACTIONS COMMENCED:** Civil Action cases commenced as reported on the monthly caseload reports. Counted at the time cases are filed even though the case may remain on the docket for years. Any trust fund administration is included as part of the original case and not as a separate case. Reinstatements are counted as separate cases. Law cases on the average take more of the clerk's time than chancery because chancery cases rarely require a jury and many are decided in chambers on written depositions.
3. **WILLS/ESTATES INITIATED:** A file opened for a decedent, a trust or a person under a disability, counted only at the time the file is initiated and not re-counted at the time of subsequent transactions. This should include affidavits of intestate transfer. A single case may involve the probate of will, the qualification of an executor, recording a bond, recording list of heirs, certificates of qualification, recording final accounting, and perhaps many interim accounting, perhaps qualification of administrator, c.t.a., d.b.n., recording affidavit of probate notice, show cause orders and court hearings on delinquent fiduciaries; and writing clerk's order associated with any of the above. At the other extreme, a case MAY BE NOTHING MORE THAN THE RECORDING AND FILING OF AN AFFIDAVIT OF INTESTATE TRANSFER.

Option #7 Record Workload Information Option #3 Annual Screen

MCBH-C COIN BUDGET REQUEST 11/21/2014 10:34
V.11052014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

| CALENDAR YEAR | 2012 | 2013 | 2014 | AVG |
|---------------------------------------|------|------|------|------|
| 1. CRIMINAL CASES COMMENCED | 274 | 236 | | 255 |
| 2. CIVIL ACTIONS COMMENCED | 474 | 392 | | 433 |
| 3. WILLS/ESTATES INITIATED | 284 | 339 | | 312 |
| 4. JUDGMENTS/ADMIN LEINS/NOTICES | 2900 | 2678 | | 2789 |
| 5. DEEDS RECORDED | 5093 | 5491 | | 5292 |
| 6. FINANCING STATEMENTS (OF) | 72 | 55 | | 64 |
| 7. FICTITIOUS NAMES | 27 | 39 | | 33 |
| 8. MARRIAGE LICENSES | 236 | 255 | | 246 |
| 9. NOTARY QUALIFIED | 88 | 90 | | 89 |
| 10. GAME LICENSES | 0 | 0 | | 0 |
| 11. CONCEALED HAND GUN PERMITS ISSUED | 355 | 652 | | 504 |
| 12. RESTITUTION | 145 | 150 | | 148 |
| 13. PASSPORTS ISSUED | 0 | 0 | | 0 |

F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 7/63 NUM 10:37:45 IBM-3278-2-E - TC1A2568

- 4. JUDGEMENTS/ADMIN LENDS/NOTICES:** All court judgments and administrative liens and notices required to be recorded in the judgment lien docket. Only original judgments are counted. The work involved includes receiving the judgment with fee at the counter or through judgment worth fee at the counter or throughout the mail, and logging it in; filming or typing the judgment in the docket book according to local practice; maintaining an up-to-date index, assisting the public in determining what is on their record; and recording assignments and releases.
- 5. DEEDS RECORDED:** Each separate instrument recorded in the land records. When more than one instrument is included in a single document recorded, they can be counted separately. The work involved includes computing the fees and taxes and collection payment; logging into the instrument; filming and indexing; maintains the land records for use by the public, and providing transfer.
- 6. FINANCING STATEMENTS:** Only original filings are counted. Continuation and termination statements are considered part of the same case.
- 7-11 FICTITIOUS NAME, MARRIAGE LICENSE, NOTARY QUALIFIED, GAME LICENSES:** Count each activity that occurs, except for game licenses count each privilege, even if it is on one sheet of paper, for which the clerk receives a \$1.00 fee per privilege.
- 11. CONCEALED HANDGUN PERMITS:** Each application filed, whether approved or not and including any transfer from another jurisdiction. The court reported should be consistent with the number reported on the monthly caseload statistics reports.
- 12. RESTITUTION:** The total number of checks written for Restitution within the Calendar year.
- 13. PASSPORTS ISSUED:** Information is collected, but is not weighted for staffing standards.

Option #7 Record Workload Information

Option #3 Annual Screen

Pressing "F8" from the Annual workload screen brings up the percent of need screen for your office.

The screenshot displays the 'COIN BUDGET REQUEST' screen for office 'MCBI-A'. The header includes the date and time '11/06/2014 16:13' and the location 'V.01242014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY'. The main section is titled 'RECORD WORKLOAD INFORMATION - FTE TOTALS' and 'APRIL (BEFORE ALLOCATIONS)'. It contains a table with the following data:

| TOTAL FULL TIME | BUDGET REDUCTION FTE | FTE TOTAL | FTE REQUIRED | FTE DIFFERENCE | WEIGHTED |
|-----------------|----------------------|-----------|--------------|----------------|----------|
| 6 | 0.14- | 5.86 | 5.00 | 0.86- | 8759.32 |

Below the table, there are two fields: 'NEED PERCENT' with a value of '14.68-' and 'REQUEST NEW' with a value of '4'. At the bottom, there is a navigation bar with function keys: F1=HELP, F2=AUTH BUDGET, F3=MENU, F4=TOTALS, F7=PREV, and F12=MAIN. The status bar at the very bottom shows 'Connected to s0100.vita.virginia.gov port 23', '1/1', 'NUM', '16:13:23 IBM-3278-2-E - TC1A2232', and the system clock '4:13 PM 11/6/2014'.

This screen shows the following information based on the data entered during the budget request process:

- Total Full Time- The total full time employees currently in the office
- Budget Reduction FTE- The FTE adjustment made to current CB FTE and is based on the actual salary amounts reduced as a result of budget reductions divided by the average salary of a position.
- FTE Total- The total number of Full Time equivalent positions this office has
- FTE Required- According to the workload information they have submitted and the weights attached to each workload, this is how many full time positions this office should have.
- FTE Difference- The difference between the FTE Total and FTE Required
- Weighted- The weighted workload is the combined result of multiplying the 3-year average of each workload item by their applicable weights.
- Need Percent- The percent of need for your office
- Requested New- The number of new positions requested

Option #7 Record Workload Information

STAFFING METHODOLOGY

Calendar year transaction data for each workload element is supplied by each of the Clerks' offices during the budget request process each year. To determine the hours worked, a three-year average of transactions is multiplied by the following weights developed in conjunction with the VCCA, which represent the median time per transaction reported to perform each type of workload transaction:

| <u>WORKLOAD</u> | <u>WEIGHTS</u> |
|-----------------------------|----------------|
| Criminal Cases | 8.59 |
| Law Cases | 2.31 |
| Wills & Estates | 1.62 |
| Deeds | 0.61 |
| Judgments | 0.44 |
| Financing Statements | 0.35 |
| Marriage Licenses | 0.66 |
| Game Licenses | 0.20 |
| Fictitious Names | 0.38 |
| Notary Qualified | 0.39 |
| Concealed Handgun Purchases | 0.64 |
| Restitution | 0.46 |

After determining the total weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Need} = \text{Fixed Staff} + (\text{Total weighted workload} / \text{Variable workload factor})$$

| Office Size based on Weighted Workload Hours | | | Fixed Staff | Variable Wkld Factor |
|--|---------|---------|-------------|----------------------|
| Small | 0 | 11,999 | 2.50 | 3,500 |
| Mid | 12,000 | 59,999 | 3.00 | |
| Large | 60,000 | 229,999 | 5.00 | |
| Super | 230,000 | + | 7.00 | |

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

Option #7 Record Workload Information

- Beginning February 1 offices can begin recording workload data monthly or annually for CY 2013
- This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu
- If you choose option 1 "Monthly" you will need to enter workload data each month but will not have to enter quarterly or annual data
- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- If you choose option 3 "Annual" you will only have to enter workload data in January for the previous year
- Follow the same steps as those used for annual data (for CY 2012) to input CY 2013 data

Option #1 Monthly Screen

COIN BUDGET REQUEST 11/21/2014 11:29

MCBF-C V.11172014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

RECORD WORKLOAD INFORMATION - MONTHLY
CALENDAR YEAR 2014

| | OCT | NOV | DEC | QUARTER 4 |
|---------------------------------------|-----|-----|-----|-----------|
| 1. CRIMINAL CASES COMMENCED | 0 | 0 | 0 | 0 |
| 2. CIVI ACTIONS COMMENCED | 0 | 0 | 0 | 0 |
| 3. WILLS/ESTATES INITIATED | 0 | 0 | 0 | 0 |
| 4. JUDGMENTS/ADMIN LEINS/NOTICES | 0 | 0 | 0 | 0 |
| 5. DEEDS RECORDED | 0 | 0 | 0 | 0 |
| 6. FINANCING STATEMENTS (OF) | 0 | 0 | 0 | 0 |
| 8. FICTITIOUS NAMES | 0 | 0 | 0 | 0 |
| 8. MARRIAGE LICENSES | 0 | 0 | 0 | 0 |
| 9. NOTARY QUALIFIED | 0 | 0 | 0 | 0 |
| 10. GAME LICENSES | 0 | 0 | 0 | 0 |
| 11. CONCEALED HAND GUN PERMITS ISSUED | 0 | 0 | 0 | 0 |
| 12. RESTITUTION | 0 | 0 | 0 | 0 |
| 13. NUMBER OF PASSPORTS | 0 | 0 | 0 | 0 |

F1=HELP F3=MENU USE ENTER TO RECORD CHANGES F9=PREV QTR F12=CAN

Connected to s0100.vita.virginia.gov port 23 7/47 NUM 11:29:31 IBM-3278-2-E - TC1A2587 11/21/2014

Option #2 Quarterly Screen

This function is no longer available. Workload data must be entered either Monthly or Annually.



9. Option #8 – Update Locality Information

Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

```

CIDC-TEST
QWS3270 Edit View Options Tools Help
MCS2 COIN SYSTEM MAINTENANCE 11/06/2014 15:53
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

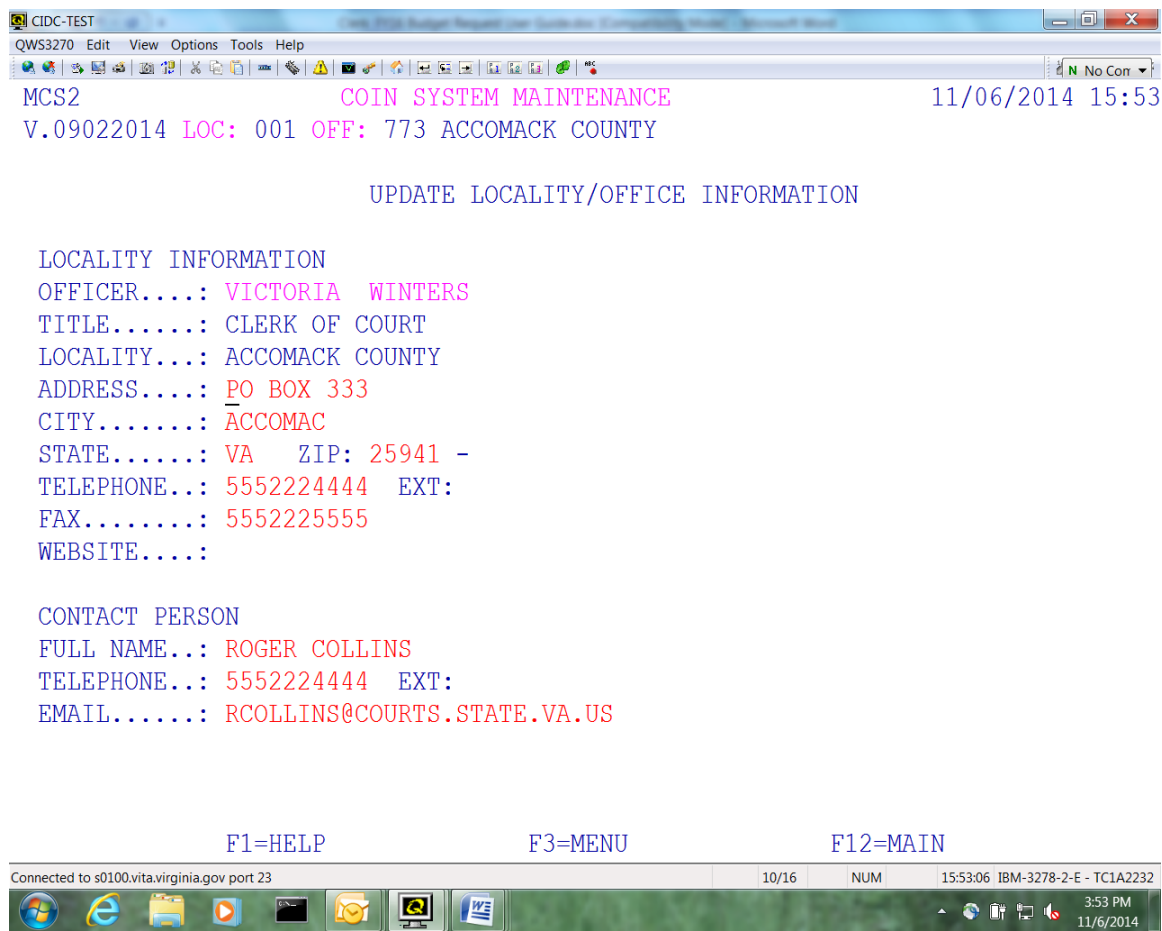
LOCALITY INFORMATION
OFFICER...: VICTORIA WINTERS
TITLE...: CLERK OF COURT
LOCALITY...: ACCOMACK COUNTY
ADDRESS...: PO BOX 333
CITY...: ACCOMAC
STATE...: VA ZIP: 25941 -
TELEPHONE...: 5552224444 EXT:
FAX...: 5552225555
WEBSITE...:

CONTACT PERSON
FULL NAME...: ROGER COLLINS
TELEPHONE...: 5552224444 EXT:
EMAIL...: RCOLLINS@COURTS.STATE.VA.US

F1=HELP F3=MENU F12=MAIN
Connected to s0100.vita.virginia.gov port 23 10/16 NUM 15:53:06 IBM-3278-2-E - TC1A2232
3:53 PM 11/6/2014

```

Option #8 Update Locality Information



The screenshot shows a terminal window titled "CIDC-TEST" with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

```

MCS2                                COIN SYSTEM MAINTENANCE                                11/06/2014 15:53
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

                                UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER....: VICTORIA WINTERS
TITLE.....: CLERK OF COURT
LOCALITY...: ACCOMACK COUNTY
ADDRESS....: PO BOX 333
CITY.....: ACCOMAC
STATE.....: VA   ZIP: 25941 -
TELEPHONE..: 5552224444 EXT:
FAX.....: 5552225555
WEBSITE....:

CONTACT PERSON
FULL NAME..: ROGER COLLINS
TELEPHONE..: 5552224444 EXT:
EMAIL.....: RCOLLINS@COURTS.STATE.VA.US

                                F1=HELP                                F3=MENU                                F12=MAIN
Connected to s0100.vita.virginia.gov port 23                                10/16                                NUM                                15:53:06 IBM-3278-2-E - TC1A2232

```

The bottom of the screen shows a Windows taskbar with various icons and a system clock indicating 3:53 PM on 11/6/2014.

Helpful Hints:

- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Contact Person- office contact for reimbursement and budget submission information

Option #8 Update Locality Information

```

C:\CICD-TEST
QWS3270 Edit View Options Tools Help
MCS2 COIN SYSTEM MAINTENANCE 11/06/2014 15:53
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER..... VICTORIA WINTERS
TITLE..... CLERK OF COURT
LOCALITY..... ACCOMACK COUNTY
ADDRESS..... PO BOX 333
CITY..... ACCOMACK
STATE..... VA ZIP: 25941 -
TELEPHONE... 5552224444 EXT:
FAX..... 5552225555
WEBSITE.....

CONTACT PERSON
FULL NAME... ROGER COLLINS
TELEPHONE... 5552224444 EXT:
EMAIL..... RCOLLINS@COURTS.STATE.VA.US

F1=HELP F3=MENU F12=MAIN
Connected to s0100.vita.virginia.gov port 23
10/16 NUM 15:53:06 IBM-3278-2-E - TC1A2232
3:53 PM 11/6/2014
  
```

Procedures:

This screen is used to update address, phone and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the “enter” key. You will receive an update confirmation message.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

Locality Information

| | |
|------------------------|---|
| Officer Name: | For display purposes only. |
| Title: | For display purposes only. |
| Locality: | Enter County/City name |
| Address: | Enter the correct mailing address for your office. |
| City: | Enter the correct City for your mailing address. |
| State: | Enter the correct State for your mailing address. |
| Zip: | Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank. |
| Telephone: | Enter the correct Phone number for your office. |
| Fax #: | Enter the correct Facsimile number for your office. |
| Website: | Enter the correct |
| Contact Person: | Enter the correct name of person responsible for entering data in COIN system. |
| Telephone: | Enter the correct Phone number for contact person. |
| Email: | Enter the correct email address for contact person. |

3. Press the ‘Enter’ key, when you have corrected and completed the information requested
4. Press ‘F3 =Exit’ to exit the screen to budget request menu

NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.

Update Officer and/or County/City Administrator Email Address
(Compensation Board Website www.scb.virginia.gov)

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
 - a. <http://www.scb.virginia.gov/cbemail1.cfm>
 - b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
 - c. Enter you Office Code **-773** (Clerk)
 - d. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'
 - e. Click '**SUBMIT**'
 - f. To add a new email address Click '**ADD EMAIL ADDRESS**'
 - g. To delete an email address, click on the email address to be deleted and click '**DELETE**'
 - h. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'

10. Option #9, Special Program Certification

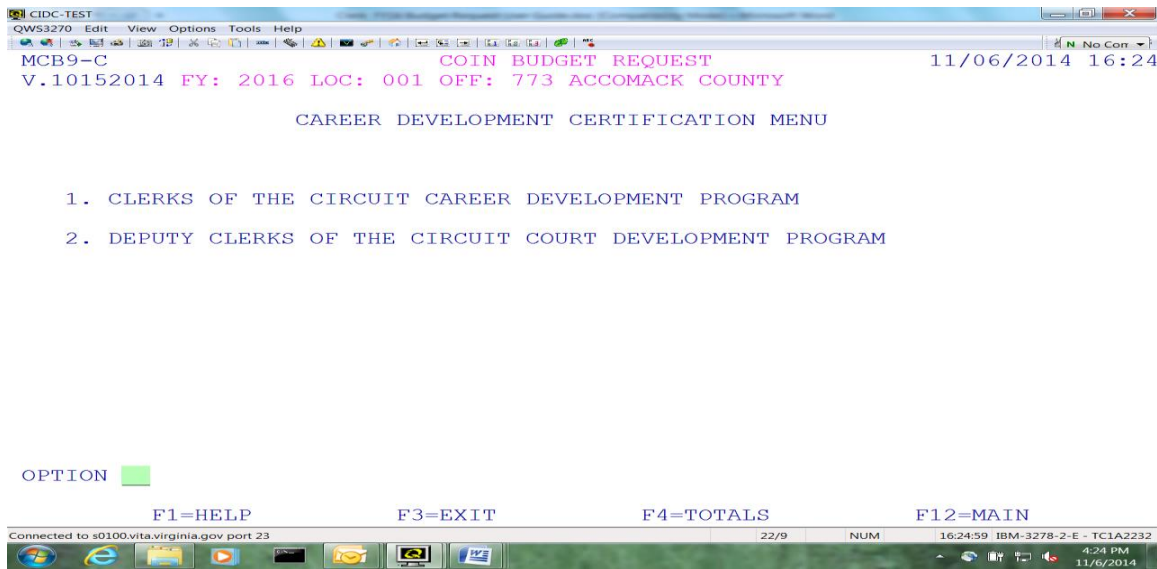
Purpose:

Specified Certification Programs are accessed from the COIN Budget Request menu. The program will determine based on locality and office which special programs to display.

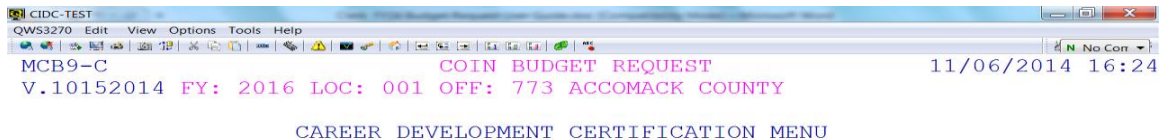
- **Circuit Court Clerk Career Development Program**
 - If the **Circuit Court Clerk is not certified** you **must** answer the question “Clerk meets all Criteria of CDP Y/N” with “Y” for Yes and “N” for No and signoff on the program. This verifies that the screen was viewed by each office.
 - If the Clerk has already received their increase they **must** re-apply for career development **each year** by completing the Circuit Court Clerk Career Development Certification in COIN by February 1 to maintain the CDP increase.
 - The Officer must adopt the Deputy Clerk Career Development Program to be eligible for participation in the Circuit Court Clerk Career Development Program.
 - Do not enter the Clerk’s name on this screen.
- **Deputy Clerk Career Development Program**
 - ✓ The blanks on this screen are only for the names of Certified Deputy Clerks, **not** deputies who are participating and enrolled.
 - ✓ Deputies that have already received their CDP increase **must** be entered on this screen **each year** to maintain the salary increase for the Career Development Program.

Navigational Path:

- COIN Main Menu – Select #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification



Option #9, Special Program Certification



1. CLERKS OF THE CIRCUIT CAREER DEVELOPMENT PROGRAM
2. DEPUTY CLERKS OF THE CIRCUIT COURT DEVELOPMENT PROGRAM



Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
 - ✓ List employees that participate in the Career Development Programs
 - ✓ Enter the Officer's SCB USERID as the Approval User-ID
- Option #1 Clerks of the Circuit Court Career Development Program
- Option #2 Deputy Clerks of the Circuit Court Career Development Program

Option #9, Special Program Certification

Option #1 Clerk of the Circuit Court Career Development Program

Screen 1 of 4

I hereby certify that I have met or exceeded the following criteria:

1. I have achieved the "Certified Court Manager" designation from the National Center of State Courts on _____ (date)
2. As a separate attachment to this document and made a part of by reference, I have shown the total contact hours of instruction received by employees of this office and the date of accreditation of this training by the Career Development Program Committee consisting of Virginia Circuit Court Clerks.
3. I have developed and implemented written policies consistent with state and federal law addressing leave and attendance, equal opportunity, sexual harassment, recruitment and selection, employee disciplinary procedures and Freedom of Information or otherwise adopted, by written statement. local government policies that meet the same standard.
4. I have written job descriptions for each full-time employee and conduct annual performance evaluations with each full-time employee.

Read and then Press 'F8' to proceed to the next page

Screen 2 of 4

5. I have adopted the Compensation Board's minimum criteria for Deputy Clerk career development plans.
6. The audit report for year ending on _____ from the Auditor of Public Accounts (APA) or of a CPA firm engaged to complete the fiscal year audit of the locality's Circuit Court Clerk pursuant to Section 15.2-2511 of the Code of Virginia reported no findings of material weakness under direction of the Clerk during the Clerk's term of office or internal control shortcomings in the prior year's report during the Clerk's term of office that are repeated in the current audit report. I have two consecutive audits with both audits being completely within my term of office.
7. I have by written statement adopted the financial policies and procedures published in the SCV Users Guide. If I have chosen not to adopt any policy or procedure in this document, I have a written alternative process which displays adequate internal controls and includes a staff training plan on the alternative process as well as methods to insure the process and training are updated as systems, statutes and alternative processes evolve.

Read and then Press 'F8' to proceed to the next page

Option #9, Special Program Certification

Screen 3 of 4

8. I have a written Customer Service Policy.
9. I have adopted and published performance standards for each major duty of the office of circuit court clerk, which meet or exceed Code of Virginia requirements. These performance standards for each major duty are established and based upon adoption of the performance, procedural and best practice suggestions published in the five major practice manuals jointly prepared and published by the Virginia Court Clerks' Association and the Office of the Executive Secretary of the Supreme Court of Virginia. If I adopt alternate procedures in my Office that differ from a procedure suggested in said practice manuals, then:
 - (1) I maintain documentation of the alternative procedure(s);
 - (2) The alternative procedures meet internal control requirements acceptable to the State Auditor; and
 - (3) I maintain a staff training plan on the alternative procedures as well as methods to keep the procedures and staff training updated as technology, statutes and regulations, and alternative processes evolve.
10. I provide secure remote access to land records (effective July 1, 2008).

I understand that I must submit this certification as part of my annual budget request to the Compensation Board by February 1 of each year in order to be considered for a 9.3% pay raise effective the following July 1st.

I agree to provide such documentation as necessary to substantiate this certification upon request of the Compensation Board, my governing body or any individual or organization covered under the Virginia Freedom of Information Act. I understand that I will have seven (7) business days to respond to Compensation Board requests, and that failure to respond within the time limit will result in my application for certification being denied for that year. I have provided a copy of this certification to my governing body.

Read and then Press 'F8' to proceed to the next page

Option #9, Special Program Certification

Screen 4 of 4

The screenshot shows a web application window titled "CIDC-TEST". The address bar shows "QWS3270". The page content includes:

MCCP-G COIN BUDGET REQUEST 11/06/2014 16:33
V.10152014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I UNDERSTAND THAT I MUST SUBMIT THIS CERTIFICATION AS PART OF MY ANNUAL BUDGET REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR IN ORDER TO BE CONSIDERED FOR A PAY RAISE EFFECTIVE THE FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN CALENDAR DAYS TO RESPOND TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

CLERK MEETS ALL CRITERIA OF THE CDP (Y/N): _

APPROVAL: , OFFICER APPROVAL USER-ID: _____
NAME :

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 18/45 NUM 16:33:19 IBM-3278-2-E - TC1A2232

The bottom of the screenshot shows a Windows taskbar with icons for Internet Explorer, File Explorer, and other applications. The system clock shows 4:33 PM on 11/6/2014.

- Enter a 'Y' or 'N' for "Clerk meets all criteria for CDP".
- Enter the Officer's SCB USERID to certify

Helpful Hints

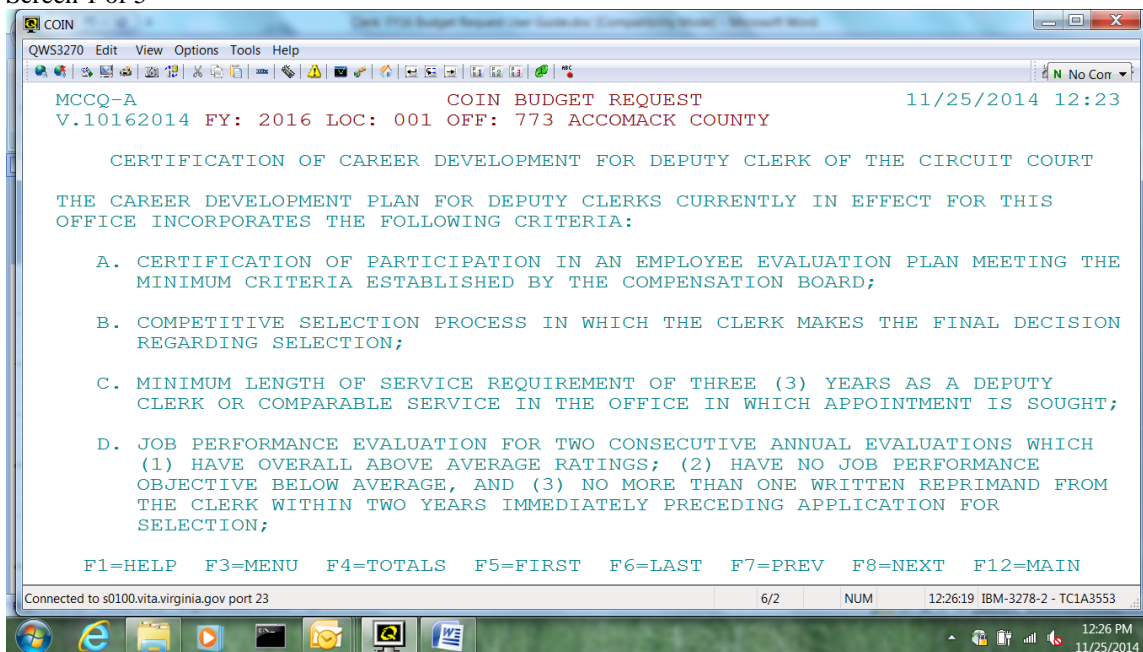
- If the Clerk is **not certified** you **must** answer "N" to the question "Clerk meets all criteria of CDP".

Option #9, Special Program Certification

Option #2 Deputy Clerk of the Circuit Court Career Development Program

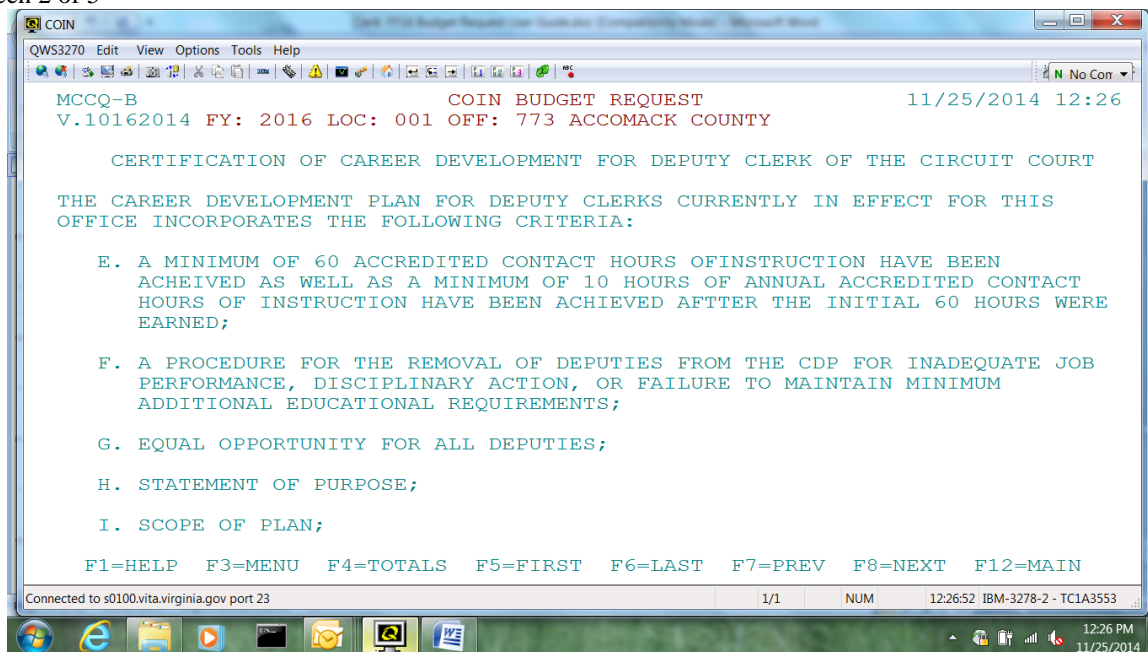
Read through each screen to determine compliance with Compensation Board Minimum Standards for Deputy Clerk Career Development Program.

Screen 1 of 5



Read and then Press 'F8' to proceed to the next page

Screen 2 of 5



Read and then Press 'F8' to proceed to the next page

Option #9, Special Program Certification

Screen 3 of 5

COIN

QWS3270 Edit View Options Tools Help

MCCQ-C COIN BUDGET REQUEST 11/25/2014 12:28
V.10162014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

THE CAREER DEVELOPMENT PLAN FOR DEPUTY CLERKS CURRENTLY IN EFFECT FOR THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

J. UNDERSTANDING OF EMPLOYMENT STATUS AS A DEPUTY CLERK;
K. POSITIONS ELIGIBLE FOR PARTICIPATION IN THE PLAN; AND
L. STATEMENT OF ADDITIONAL COMPENSATION AND AVAILABILITY OF FUNDING.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 12:28:12 IBM-3278-2 - TC1A3553

Read and then Press 'F8' to proceed to the next page

Option #9, Special Program Certification

Screen 4 of 5

COIN

QWS3270 Edit View Options Tools Help

MCCQ-F COIN BUDGET REQUEST 11/25/2014 12:28
V.10162014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY CLERKS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D, AND E ABOVE AND A 9.3% SALARY INCREASE IS REQUESTED.

| POSITION | LAST NAME | FIRST NAME |
|----------|-----------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/6 NUM 12:28:37 IBM-3278-2 - TC1A3553

Enter the "POSITION NUMBER" for each employee who is a sworn Deputy Clerk and for whom you seek a 9.3% pay increase **or any deputy who has already received the increase and is maintaining certification:**

Last and First Name will appear based on the Current Information contained in COIN's tables once you hit 'ENTER' to process.

Press 'F8' to proceed to the next page

Helpful Hints

- Only certified deputies should be on this page.
- This page **is not** for deputies that are simply participating and enrolled.

Option #9, Special Program Certification

Screen 4 of 5

COIN

QWS3270 Edit View Options Tools Help

MCCQ-G COIN BUDGET REQUEST 11/25/2014 12:30

V.10162014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

I ALSO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD, MY GOVERNING BODY OR ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS DAYS TO RESPOND TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME LIMIT WILL RESSULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY COUNTY ADMINISTRATOR/COUNTY MANAGER.

EMPLOYEES ARE ELIGIBLE FOR CDP INCREASE? (Y/N): █

APPROVAL: , OFFICER APPROVAL USER-ID: _____

NAME :

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 18/51 NUM 12:30:58 IBM-3278-2 - TC1A3553

12:30 PM 11/25/2014

Enter a 'Y' or 'N' for "Deputy is eligible for the CDP increase"

- Only use 'N' if you have no eligible deputies

Enter the Officer's SCB USERID to certify

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



11. Option #10 - Certify Budget Request

Purpose:

The Certify Budget Request is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

CLERK'S

CIDC-TEST
QWS3270 Edit View Options Tools Help
MCB8 COIN BUDGET REQUEST 11/06/2014 15:54
V.10242014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:
LOCALITY: DATE: XX/XX/XXXX OFFICER LOGON: _____ XXXXXXXXXXXXXXXXXXXX
CB : DATE: XX/XX/XXXX CB LOGON: _____ XXXXXXXXXXXXXXXXXXXX

CB REVIEW (Y/N): _
REMOVE CB SIGNOFF (Y): _
REMOVE ALL SIGNOFFS (Y): _
REMOVE CDP SIGNOFFS (Y): _

ON MCB0 MENU SELECT 2 & UPDATE ADDL EMPLOYEES REQ
F1=HELP F3=EXIT F4=TOTALS F12=MENU

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 15:54:26 IBM-3278-2-E - TC1A2232
3:54 PM 11/6/2014

Helpful Hints:

- If you entered the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
 - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
 - ✓ From the time of your submission, which is due February 1, you may only view your submission

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)

Option #10, Certify Budget Request

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCB8 COIN BUDGET REQUEST 11/06/2014 16:03

V.10242014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:

LOCALITY: DATE: OFFICER LOGON: _____

CB : DATE: CB LOGON: _____

CB REVIEW (Y/N): _____

REMOVE CB SIGNOFF (Y): _____

REMOVE ALL SIGNOFFS (Y): _____

REMOVE CDP SIGNOFFS (Y): _____

ENTER USERID TO APPROVE

F1=HELP F3=EXIT F4=TOTALS F12=MENU

Connected to s0100.vita.virginia.gov port 23 16/51 NUM 16:03:41 IBM-3278-2-E - TC1A2232

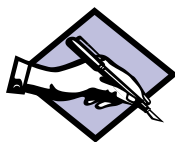
4:03 PM 11/6/2014

Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
 - ✓ If the officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
 - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
 - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify the fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



12. Option #11, Comments

PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

| |
|----------------|
| CLERK'S |
|----------------|

HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
 - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
 - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu



13. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses, and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Function Key 'F4'

| | | | | | | | |
|--|---------|------------|---------|---------|------------|---------|--|
| CIBC-TEST | | | | | | | |
| QWS3270 Edit View Options Tools Help | | | | | | | |
| MCBB-A COIN BUDGET REQUEST 11/06/2014 16:41 | | | | | | | |
| V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY | | | | | | | |
| BUDGET REQUEST TOTALS | | | | | | | |
| PERMANENT PERSONNEL | | | | | | | |
| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- | |
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL | |
| CURR BDGT | 260,497 | 0 | 260,497 | 260,497 | 0 | 260,497 | |
| REQUESTED | 260,497 | 0 | 260,497 | 260,497 | 0 | 260,497 | |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL PERMANENT PERSONNEL: | | 6 | | | | | |
| TEMPORARY PERSONNEL | | | | | | | |
| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- | |
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL | |
| CURR BDGT | 0 | 0 | 0 | 0 | 0 | 0 | |
| REQUESTED | 1,533 | 0 | 1,533 | 1,533 | 0 | 1,533 | |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 | |
| F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU | | | | | | | |
| Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:41:09 IBM-3278-2-E - TC1A2232 | | | | | | | |
| 4:41 PM 11/6/2014 | | | | | | | |

HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
 - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
 - ✓ Screen #2 displays the totals for Equipment funding requests
 - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' Budget Request Totals

CLERK'S

1ST SCREEN OF 3:

The screenshot displays the 'COIN BUDGET REQUEST' screen. At the top, it shows 'MCBB-A' and 'V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY'. The date and time are '11/06/2014 16:41'. The screen is titled 'BUDGET REQUEST TOTALS' and is divided into two main sections: 'PERMANENT PERSONNEL' and 'TEMPORARY PERSONNEL'. Each section contains a table with columns for 'BUDGET SALARY', '-ESTIMATED FRINGES', 'BUDGET- TOTAL', 'REIM SALARY', and '-ESTIMATED REIM- FRINGES'. The 'PERMANENT PERSONNEL' section shows a total of 6 personnel with a budget of 260,497. The 'TEMPORARY PERSONNEL' section shows a total of 0 personnel with a budget of 1,533. At the bottom, there are function keys: F1=HELP, F3=MENU, F4=TOTALS, F5=FRST, F6=LAST, F7=PREV, F8=NEXT, and F12=MENU. The status bar at the very bottom indicates 'Connected to s0100.vita.virginia.gov port 23' and shows the system time as 4:41 PM on 11/6/2014.

| | BUDGET SALARY | -ESTIMATED FRINGES | BUDGET- TOTAL | REIM SALARY | -ESTIMATED FRINGES | REIM- TOTAL |
|----------------------------|------------------|-----------------------|------------------|----------------|-----------------------|----------------|
| CURR BDGT | 260,497 | 0 | 260,497 | 260,497 | 0 | 260,497 |
| REQUESTED | 260,497 | 0 | 260,497 | 260,497 | 0 | 260,497 |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL PERMANENT PERSONNEL: | | 6 | | | | |

| | BUDGET SALARY | -ESTIMATED FRINGES | BUDGET- TOTAL | REIM SALARY | -ESTIMATED FRINGES | REIM- TOTAL |
|------------|------------------|-----------------------|------------------|----------------|-----------------------|----------------|
| CURR BDGT | 0 | 0 | 0 | 0 | 0 | 0 |
| REQUESTED | 1,533 | 0 | 1,533 | 1,533 | 0 | 1,533 |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 |

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

PROCEDURES:

• 1ST SCREEN OF 3:

- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
- ✓ **'FRINGE'** benefits listed are estimates only
- ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' Budget Request Totals

CLERK'S

2ND SCREEN OF 3:

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCBB-B COIN BUDGET REQUEST 11/06/2014 16:42
V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

BUDGET REQUEST TOTALS
EQUIPMENT

| NEW QTY | NEW COST | REPLACE QTY | REPLACE COST | TOTAL QTY | TOTAL COST | STRESSED COST |
|------------|-------------|----------------|-----------------|--------------|---------------|------------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

EQUIPMENT TOTAL:

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:42:40 IBM-3278-2-E - TC1A2232 4:42 PM 11/6/2014

- 2ND SCREEN OF 3:

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
- ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' Budget Request Totals

CLERK'S

3RD SCREEN OF 3:

MCBB-C COIN BUDGET REQUEST 11/06/2014 16:43
V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

| BUDGET REQUEST SUMMARY TOTALS | | | | |
|-------------------------------|------------|---------|--------------|---------|
| TOTAL PERMANENT PERSONNEL.: | CURR BDGT | 260,497 | REIMBURSABLE | 260,497 |
| | REQUESTED | 260,497 | | 260,497 |
| | COMP BOARD | 0 | | |
| TOTAL ADDITIONAL POSITIONS: | CURR BDGT | 0 | | |
| | REQUESTED | 85,791 | | |
| | COMP BOARD | | | |
| TOTAL TEMPORARY PERSONNEL.: | CURR BDGT | 0 | REIMBURSABLE | 0 |
| | REQUESTED | 1,533 | | 1,533 |
| | COMP BOARD | 0 | | |
| TOTAL OFFICE EXPENSES.....: | CURR BDGT | 0 | REIMBURSABLE | 0 |
| | REQUESTED | 1,500 | | 1,500 |
| | COMP BOARD | 0 | | |
| TOTAL EQUIPMENT EXPENSES...: | CURR BDGT | 0 | REIMBURSABLE | |
| | REQUESTED | 0 | | |
| | COMP BOARD | 0 | | |

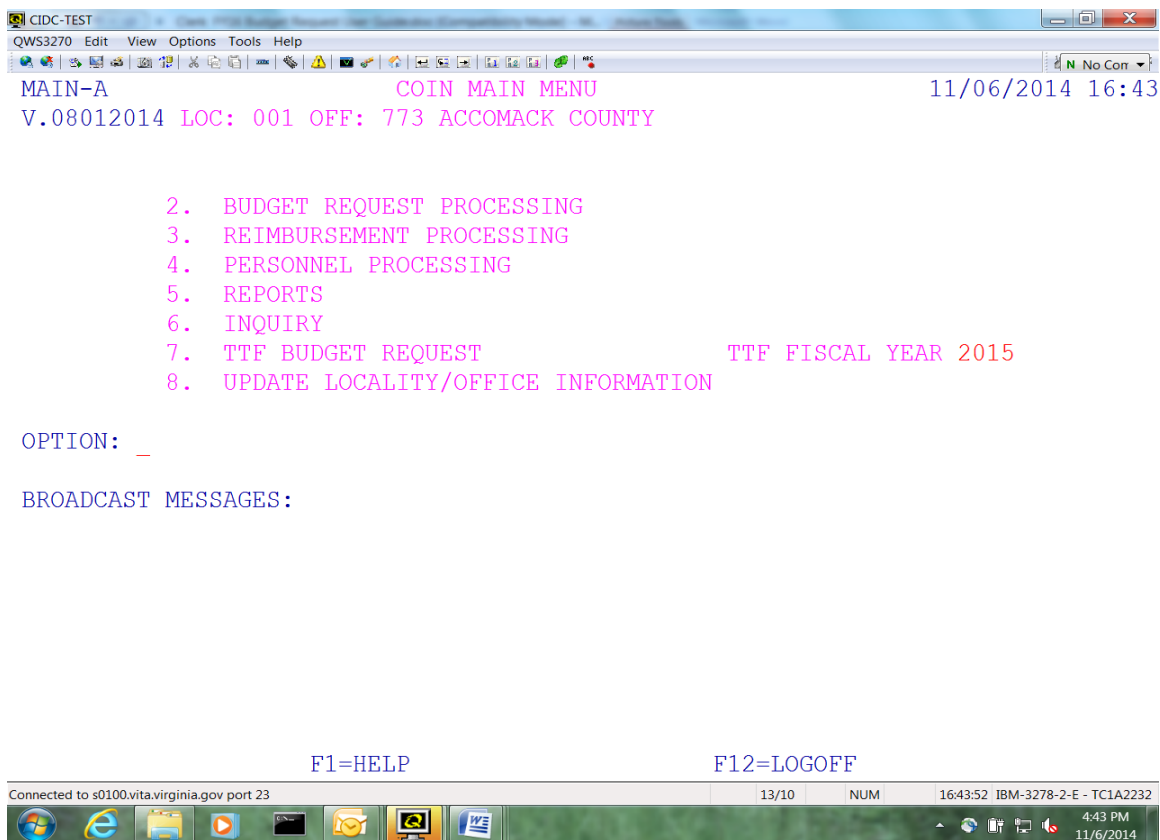
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:43:08 IBM-3278-2-E - TC1A2232
4:43 PM 11/6/2014

• 3RD SCREEN OF 3:

- ✓ Displays totals for each budget request broad-based category:
 - Permanent Personnel
 - Additional Positions
 - Temporary Personnel Funding
 - Office Expense Funding
 - Equipment Requests
- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

- Press 'F3' to exit the screen to the Budget Request Menu

14. Main Menu Option #5 - Budget Reports



- Select Option #5- “Reports”

Main Menu Option #5 - Budget Reports

TS01
QWS3270 Edit View Options Tools Help
MCG0 COIN BUDGET REQUEST 2013-11-14 12:44
V.06282013 FY: 2014 LOC: 001 OFF: 772 ACCOMACK COUNTY
OFFICE: COMMONWEALTH ATTORNEY OFFICER: AGAR
REPORTS MENU

1. MAY 1ST BUDGET
2. BUDGETS WITH ACROSS THE BOARD INCREASES
3. CURRENT ACTIVE BUDGET
4. BUDGET REQUEST WORKSHEET
5. BUDGET ROLL REPORT
6. MONTHLY REIMBURSEMENT REPORT EXTR DATE: 10012013 MONTHS: 01

REPORT ☐ SORTED BY
CLASS
POSITION NUMBER
NAME
ENTER "X" FOR SORT ORDER

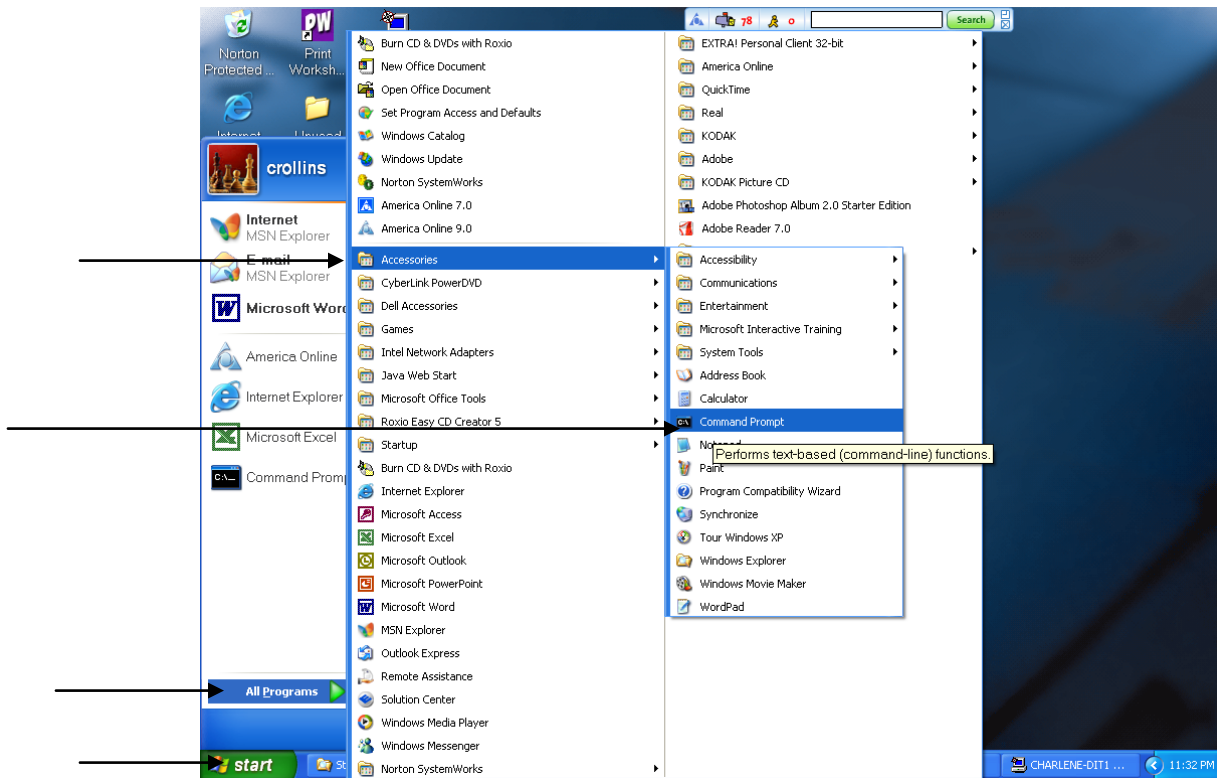
F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN
Connected to ditmvs2.state.va.us port 23 12/9 NUM 12:44:24 IBM-3278-2 - CIP006DF 12:44 PM 11/14/2013

There are 6 versions of the Budget Report that are available.

- Option #1 “May 1st Budget”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Aug. Increase”- This is the Budget with the August 1 increases factored in. This report is available in July.
- Option #3 “Current Active Budget”– This is the Budget showing the personnel changes entered to date.
- Option #4 “Budget Request Worksheet”- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- Option #5 “Budget Roll”- This is the Budget as set on May 1st for the current Fiscal Year.
- Option #6 “Monthly Reimbursement Report”- This report details the salary and fringe benefit amounts for each individual position. By selecting the date and number of months to be viewed, multiple months may be downloaded at one time.

1. Change the Fiscal Year to the new fiscal year or fiscal year desired
2. Enter the desired Budget Report option
3. Enter the sort option desired (if no sort sequence is specified the Budget Report will be printed in Class Code order). Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.
4. Press Enter and print the screen
5. **The name of the file to download will be displayed at the bottom of the screen.** Enter the name of the file in the download instructions #10

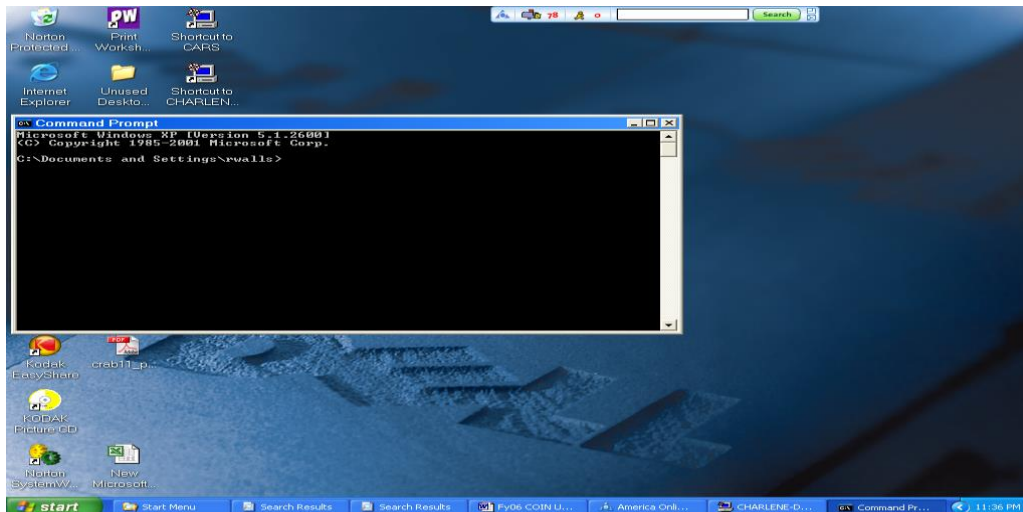
15. Download Instructions



Download Instructions

1. Click “Start” – “All Programs” – “Accessories” – “Command Prompt”

Download Instructions



- | | |
|--------------|---|
| 2.- TYPE: | ftp Press the “ENTER” key |
| 3.-TYPE: | open ditmvs2.state.va.us Press the “Enter” key |
| 4.-USERNAME: | scbte06 (lowercase) Press the “Enter” key |
| 5.-PASSWORD: | scbte06 (lowercase) Press the “Enter” key |
| 6.-TYPE: | user (lowercase) Press the “Enter” key |
| 7.-USERNAME: | Type your COIN Userid (lowercase) Press the “Enter” key |
| 8.-PASSWORD: | Type your COIN password (lowercase) Press the “Enter” key |
| 9.-TYPE: | get Press the “Enter” key |
| 10-TYPE: | 'scb.prod.coin.l001.o307.bud51.rtf' Press the “Enter” key (lowercase with single quotes, lowercase L-locality 1001.lowercase O-office code.budget.rtf) (Accomack – Sheriff) |
1. The file to download for option 1 is
'scb.prod.coin.lxxx.oxxx.bud51.rtf'
 2. The file to download for option 2 is
'scb.prod.coin.lxxx.oxxx.abudget.rtf'
 3. The file to download for option 3 is
'scb.prod.coin.lxxx.oxxx.budget2.rtf'
 4. The file to download for option 4 is
'scb.prod.coin.lxxx.oxxx.wbudget.rtf'
 5. The file to download for option 5 is
'scb.prod.coin.lxxx.oxxx.budroll.rtf'
 6. The file to download for option 6 is
'scb.prod.coin.lxxx.oxxx.remprt.rtf'
- | | |
|--------------------------------|--|
| 11.- LOCAL FILE NAME: | “c:/budgetreport.rtf” (with double quotes) Press the “Enter” key |
| 12. BYTES OF DATA TRANSFERRED: | Press the “Enter” key |
| 13. TO EXIT: | Type quit – Press the “Enter” key Type exit – Press the “Enter” key |
| 14. TO PRINT: | Open Microsoft Word |
| 15. OPEN FILE: | Budgetreport.rft (or the name you gave the file) |

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
- Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)

OR

- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov

Dan Munson – dan.munson@scb.virginia.gov

Melanie Morrison- melanie.morrison@scb.virginia.gov

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16. Appendix

Classifications and Pay Plans

CLERK'S

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE CLERK OF CIRCUIT COURT
JULY 1, 2016 - JUNE 30, 2017

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|--|-------------|----------|----------------------------|--------|---------|
| MICROFILM TECHNICIAN | MT | 1 | Administrative | 20,861 | 39,262 |
| GENERAL OFFICE CLERK CLERK TYPIST II | GOC CTII | | | | |
| DEPUTY CLERK I CASHIER | DCI CASH | 2 | Sr. Administrative | 24,924 | 47,977 |
| BOOKKEEPER SENIOR CLERK TYPIST | BKKR SCT | | | | |
| ACCOUNTING TECHNICIAN DEPUTY CLERK II | AT DCII | 4 | Professional | 29,797 | 61,273 |
| DEPUTY CLERK III | DCIII | | | | |
| ADMINISTRATIVE ASSISTANT | AA | | | | |
| DEPUTY CLERK IV | DCIV | 7 | Sr. Professional | 35,600 | 80,026 |
| ACCOUNTANT | ACCT | | | | |
| ASSISTANT CHIEF DEPUTY | ACD | | | | |
| CHIEF DEPUTY CLERK I | CDCI | 8 | Supervisory/ Management | 46,288 | 122,232 |
| COMPTROLLER | COMP | | | | |
| CHIEF DEPUTY CLERK II | CDCII | | | | |
| CHIEF DEPUTY CLERK III | CDC 3 | | | | |

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.